



HEMET UNIFIED SCHOOL DISTRICT
1791 West Acacia Avenue – Hemet, CA 92545 – (951) 765-5100

PRESCHOOL INSTRUCTIONAL AIDE - BILINGUAL

DEFINITION

Under general supervision, to assist and support teachers in the implementation of a developmentally appropriate preschool program, working with children individually or in groups in both the indoor and outdoor learning environment; to perform clerical and para-professional work both outside and in the classroom; and perform other related work as may be required.

DISTINGUISHING CHARACTERISTICS

Positions in this class are assigned to a classroom, providing an appropriate adult/child ratio to meet licensing and program standards. Incumbents perform duties typical of the Preschool Instructional Aide-Classroom, using a second language as needed to ensure program quality is maintained for non-English speaking children and their families. This position serves as an aide to teachers in all aspects of program delivery, but the full responsibility for classroom planning, curriculum materials, and evaluation procedures remain with the teacher.

EXAMPLES OF DUTIES

- Assists teachers in delivery of a developmentally and culturally appropriate preschool program, providing bilingual assistance, both oral and written, as needed;
- Supervise and directly interact with children in a warm and positive manner;
- Apply knowledge of developmental stages of children to interactions, using respect and sensitivity at all times when communicating with children, both verbally and nonverbally;
- Support a physically and emotionally safe environment that nurtures the natural, individual development of the whole child;
- Assist teacher in monitoring classroom, playground, or other areas to maintain children's health and safety;
- Encourage and facilitate play and problem-solving among children;
- Assist children in developing self-help skills;
- Assist teacher to ensure that classroom supplies are available and in good repair;
- Follow teacher's lesson plans and may assist in preparation of plans based on teacher's direction and explanation of individual needs;
- Assist teacher with observation-based assessment by providing anecdotal notes or gathering work samples;
- Assist teacher in preparing and maintaining a variety of learning materials, interest areas, and bulletin boards;
- Assist in cleaning and organizing indoor and outdoor learning environments;
- Assist with preparation and serving of children's snacks and lunches;
- May perform a variety of clerical or library-related clerical duties such as taking attendance, filling out forms, and checking out lending library books;
- May accompany children on field trips;
- May attend in-service training sessions, back-to-school nights and other school activities;
- Respect confidential nature of child and family records and program reports; Communicate all relevant child or family information to teacher;
- Maintain close child contacts, observing and reporting to teacher unusual or atypical behavior or other problems;
- May attend parent conferences;
- May administer first aid in the absence of the teacher;
- Comply with health and safety guidelines;
- Perform other related work as may be required.

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EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

- Child growth and development;
- General needs and behavior patterns of preschool-aged children;
- Correct English usage, spelling, grammar and punctuation;
- Basic clerical skills;
- Basic arithmetic.

Ability to:

- Project a mature, constructive, stable, and healthy attitude in a learning environment;
- Speak, read and effectively communicate in English and another foreign language;
- Understand and apply rules, regulations, procedures and policies;
- Establish and maintain effective communications and relationships with those contacted in the course of work;
- Understand and carry out oral and written instruction;
- Learn pertinent procedures, functions, and limitations of assigned duties quickly and apply them without close and immediate supervision;
- Understand the basic concepts of child growth and development and possess a genuine liking for students;
- Keep records and perform routine clerical duties;
- Manage multiple tasks;
- Make independent decisions;
- Organize tasks, set priorities, maintain work pace;
- Work autonomously;
- Direct & instruct children;
- Respond appropriately to evaluation & changes in the work setting;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Work effectively with staff, students & public;
- Ability to understand the special needs of a child;
- Learn and utilize new and current technologies;
- Communicate clearly, both orally and in writing;
- Understand and carry out oral and written directions.

EDUCATION AND EXPERIENCE

Equivalent to graduation from high school AND completion of 12 ECE/CD units including 3 units in each of the core courses (Core courses = Child Growth and Development, Child/Family/Community, and Programs/Curriculum); AA preferred in Early Childhood Development or related field; may substitute with passage of local exam in Math/English as defined by legal requirements or waive with an AA degree

Experience: One year of paid or volunteer experience working with young children.

SPECIAL REQUIREMENTS

- Candidates must successfully complete a Health Screening performed by a Hemet Unified School District selected physician;
- Valid Cardio-Pulmonary Resuscitation (CPR) required;
- Valid Food Handler's Card required
- Positions in this classification require individuals to understand, communicate/speak, and read Spanish. Candidates must successfully pass the District's oral and written bilingual skills fluency test.

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REQUIRED LICENSES AND/OR CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by the District's insurance carrier and maintain such insurability.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential job duties and responsibilities listed above.

Physical Demands: Sit, look down, turn neck (frequently); walk, stand, bend, stoop, reach, twist (occasionally); squat, kneel, push, pull, climb stairs (infrequently); lift & carry items to 10 pounds (occasionally), to 25 pounds (infrequently); grasp/ manipulate materials and supplies (frequently); use seeing, hearing & speaking (continuously).

Working Conditions: Indoor classrooms, outdoor school yard & grounds. Exposure to: student & playground noise, seasonal temperatures, dust and wind.

Reasonable accommodations may be made to enable a person with a disability to perform the essential duties and responsibilities of the position.

EMPLOYMENT STATUS

Classified Bargaining Unit Position
Range 22

October 2017